

**Tennessee Department of Education
Office of School Safety and Learning Support Programs
Safe and Drug-Free Schools and Communities Program
710 James Robertson Parkway
5th Floor, Andrew Johnson Tower
Nashville, TN 37243
(615) 741-3248**

**GRANT
APPLICATION**

FOR

Youth Violence and Drug Use Prevention

Deadline for receipt of applications:

**June 18, 2008
4:30 PM CDT**

Funding for this program is provided by the U.S. Department of Education, Safe and Drug-Free Schools and Communities Program under Title IVA of the No Child Left Behind Act of 2001.

PART I. GENERAL INFORMATION

Background

Funding for this competitive grant program is provided by Title IV, Part A - Safe and Drug Free Schools and Communities Program of the *No Child Left Behind Act of 2001*. Title IV-A provides federal support for programs that prevent violence in and around schools, prevent the illegal use of alcohol, tobacco and drugs, and involve parents and communities in an effort to foster a safe and drug-free learning environment that supports student academic achievement. 80% of the available federal funding is distributed to local education agencies on a formula basis. The remaining 20% is available for discretionary grants to schools and community-based organizations. It is anticipated that approximately \$675,000 will be available for discretionary grants in the 2008-2009 fiscal period.

Desired Outcomes

Successful grant applications will demonstrate a capacity to produce change in **one or more** of the following areas:

- Innovative strategies to improve or establish systems to accomplish the successful return of students from the alternative school setting to the regular school setting.
- Reductions in self-destructive, disruptive or violent behavior or the risk factors identified as precursors to such behaviors.
- Improvements in the ability of administrators, teachers and other school personnel to foster positive student behavior and provide safe and supportive learning environments.
- Enhancements in the ability of schools and communities to develop and implement comprehensive youth violence and drug use prevention strategies.

Absolute Priorities

All proposals must address at least one of the following absolute priorities:

1. **Student Focused:** Proposals to enhance behavioral outcomes for students who have been removed – or who would otherwise be removed – from their regular educational program (i.e. suspended, expelled, or remanded to an alternative setting) as a result of disruptive or violent behavior.
2. **School / Community Focused:** Cost-effective proposals to support the adoption of evidence-based drug and violence prevention strategies by Tennessee schools and communities.

Eligible Applicants

Local education agencies, community-based organizations, other public entities and private organizations and consortia thereof may apply. Only public agencies and private, not-for-profit organizations recognized by the Internal Revenue Service as a 501(c)(3) organization may serve as the fiscal agent for the project.

Grant Awards

Grants will be awarded in amounts up to \$100,000 per year for a maximum of three years. Second and third year funding will be dependent upon the continued availability of federal funds and the grantee's ability to demonstrate progress toward meeting the project's established performance measures.

Grant recipients must agree to attend up to three required meetings in Nashville or other part of the state.

Required Components

Each application should adhere to the U.S. Department of Education's *Principles of Effectiveness* by being based on:

- an assessment of objective data regarding the incidence of violence and illegal drug use
- an established set of performance measures aimed at ensuring a safe, orderly, and drug-free learning environment
- research that provides evidence that the program to be used will reduce violence and illegal drug use
- an analysis of the data of the prevalence of risk factors and protective factors
- meaningful and ongoing consultation with and input from parents in the development of the application and administration of the program or activity.

Private School Participation

LEA recipients of these funds must develop their application through timely and meaningful consultation with administrators from participating private school administrators. Children and teachers from participating private schools must be provided equitable education services or other benefits, compared to services and benefits received by public school children and their teachers. (See General Assurance # 16 and Program Specific Assurance # 1 and # 2.)

Review Process and Grant Award Decisions

Complete applications received by the due date will be forwarded to a multi-disciplinary review team. The team will score each application based on the review criteria and technical merit scoring rubric that is included in the application.

The Department reserves the right not to award all grants, to negotiate specific grant amounts, and to select certain grantees regardless of points awarded if necessary to meet federal program requirements.

All awards are subject to the availability of federal funds. Upon award notification, grantees will be required to submit assurances that all federal program requirements will be met. Grants are not final until a grant contract is executed or a grant award is made.

Application Assistance

Technical assistance will be available by WebEx on Friday, May 30 from 1:30 p.m. to 3:30 p.m. Central Daylight Time. Please email JoAnn Summers at JoAnn.Summers@state.tn.us to receive

instructions on how to register for the WebEx. Please type “Instructions – WebEx” in the subject line of your email to JoAnn.

If you have specific questions about the application, please contact Rita Tompkins by email at rita.tompkins@state.tn.us or by telephone at 615-741-8466.

PART II. APPLICATION PROCESS

Arrange your application in the following order and clearly mark each section. Make your application easy to read (12-pt. font, 1" margins, preferably double-spaced). Grant reviewers will be rating your application on the required components, thus it is wise to make the components easy to find.

Section 1: Application Cover Sheet

Complete the attached Application Cover Sheet. Please do not place additional sheets or covers on top of the Application Cover Sheet. Do not place the application inside a binder.

Section 2. Project Abstract

In no more than one page provide a summary of the proposal including name of applicant, priority area to be addressed, type of service to be provided, the target audience and desired outcomes. Include specific information regarding the extent of services to be delivered (i.e., number of students served, teachers trained, communities engaged, etc.) and the amount of funding requested.

Section 3: Proposal Narrative

The Proposal Narrative should be typed on 8 ½" x 11" paper. Present the information for each section identified in Part III of the application package in the order requested. Clearly identify each section. The entire proposal narrative should **be fifteen (15) pages or less**. Please note that the scoring rubric and review criteria are provided for each section of the Proposal Narrative.

Section 4: Budget

- Complete the attached budget form
- Identify any sources of local funding and in-kind support. On a separate sheet of paper, provide a brief budget narrative justifying each line item. Be specific when requesting equipment or contracted services, if applicable.
- LEAs or agencies serving students in an alternative setting should budget funds for required meetings.
- Applicants must describe how the project will continue after this funding is no longer available.

Unallowable Expenses and Activities

- Academic or tutorial support services
- Computers for student use. Computers may be purchased if essential to carry out approved program or activity.
- Student incentives (t-shirts, hats, rewards, gifts, – unless required by an evidence-based program)
- Capital expenditures
- Motivational speakers or presentations
- Party and food costs for students
- Costs for one-time school-wide assemblies or classroom presentations
- Drug treatment, medical expenses, or rehabilitative services

- Grant funds can be used to supplement services, but may not be used to supplant other funding.

Section 5: Letters of Agreement

Attach letters of agreement from each of the key partners in the proposed project. The letters should state the organization or individual's specific commitments to the project. General letters of support are not required or encouraged.

Section 6: Attachments

Private, not-for-profit organizations that do not currently receive grant funds from the State of Tennessee must provide proof of their not-for-profit status.

Section 7: Assurances

The applicant agency administrator must read sign, and date the list of Assurances.

Submittal Instructions

An acceptable application will consist of **an original and seven (7) copies** of the following items, collated in this order:

1. Application Cover Sheet
2. Project Abstract
3. Proposal Narrative (each subsection identified in Part III of the application package)
4. Budget and Budget Narrative (Section 4)
5. Letters of Agreement (Section 5)
6. Documentation of not-for-profit forms, if not currently receiving State grant funding (Section 6)
7. Assurances

An original and seven copies of the application must be received at the address identified below before 4:30 PM CDT on Wednesday, June 18. Incomplete or late applications will not be accepted. Faxed or e-mailed applications will not be accepted.

Please send applications to:

ATTN: Rita Tompkins
Youth Violence and Drug Use Prevention Grant Competition
Office of School Safety and Learning Support Programs
710 James Robertson Parkway
5th Floor, Andrew Johnson Tower
Nashville, TN 37243

Please address questions concerning the grant application to Rita Tompkins by phone at (615) 741-8466 or via email at Rita.Tompkins@state.tn.us.

PART III: PROPOSAL NARRATIVE OUTLINE, REVIEW CRITERIA AND SCORING RUBRIC

1. Needs Assessment

Describe the need for the proposed project using objective data. Include a brief description of the targeted school and/or community as well as specific information regarding the risk factors that have been identified for the target population. As appropriate include information regarding subgroups that may be at particular risk or in greatest need. Be certain to include a description of how existing local, state, and/or federal resources are being utilized.

This portion of your narrative will earn 25% of your proposal's total score and will be evaluated based on the following criteria:

Need for Project (25% of total score)	EXCELLENT	ADEQUATE	WEAK	INADEQUATE
Assessment of objective data demonstrates a clear and pressing need for the project.				
Existing federal, state, and/or local resources are clearly identified and utilized in an effective manner.				
Specific risk factors (substance use, delinquency, violence, school drop out, etc.) are identified and targeted for intervention.				

Project Design and Evaluation

Describe the project and the relevant research or models that the project is based upon. Link the elements of the project design to the needs identified in the needs assessment. List the performance indicators established for this program and include criteria and timelines. Clearly identify the target population and the proposed level of service. Describe how parents were consulted in the development of the project and how they will be involved as the project is implemented. Explain how the project will be evaluated including how data will be collected and used for continuous improvement.

This portion of your narrative will earn 50% of your proposal's total score and will be evaluated based on the following criteria:

Project Design (50% of total score)	EXCELLENT	ADEQUATE	WEAK	INADEQUATE
Program is appropriate and relevant for addressing the needs identified in the needs assessment.				
Program design is logical and meets the Principles of Effectiveness by being based on scientific research.				
Performance indicators are clear and directly related to one or more of the stated desired outcomes for this grant.				
Parents are consulted, have input and have opportunities for involvement.				
The target population and the number of persons to be served are clearly indicated.				
The evaluation process is appropriate and feasible.				

3. Collaboration

Describe the collaborative relationships that will be used in the development and implementation of this project. Explain how the project will link with existing school and community resources, especially other formula grant programs including No Child Left Behind, Safe and Drug-Free Schools and the Safe Schools Act of 1998. Describe how the project will be linked with school improvement and the Tennessee Comprehensive System-wide Planning Process (TCSPP).

This portion of your narrative will earn 15% of your proposal's total score and will be evaluated based on the following criteria:

Collaboration (15 % of total score)	EXCELLENT	ADEQUATE	WEAK	INADEQUATE
Project is well linked with existing programs, resources, and school improvement processes.				
Innovative partnerships between schools and other community-based organizations are evident and reinforced in letters of agreement. (General letters of support are not evidence of a partnership.)				

4. Use of Funds

Follow the instructions provided in Part II: Section 4-Budget.

This portion of your application will earn 10% of your proposal's total score and will be evaluated based on the following criteria:

4) Use of Funds (10% of total score)	EXCELLENT	ADEQUATE	WEAK	INADEQUATE
The budget is tied directly to the project design and project indicators.				
The budget narrative provides a detailed explanation of planned expenditures.				
A sustainability plan is provided.				

Required Forms

YOUTH VIOLENCE AND DRUG USE PREVENTION GRANT APPLICATION

Application Cover Sheet

Applicant Agency (name of fiscal agent)			
Director of Agency:		Grant Contact:	
Address:		Address:	
City:	Zip:	City:	Zip:
Phone: ()	Fax: ()	Phone: ()	Fax: ()
Email:		Email:	

<p>Project Information</p> <p>Targeted School(s) and/or Communities _____</p> <p>Total Amount of Grant Funds Requested: _____</p>

<p>Absolute Priorities: Check the priority your proposal addresses.</p> <p><input type="checkbox"/> #1. Student Focused: Proposals to enhance behavioral outcomes for students who have been removed – or who would otherwise be removed – from their regular educational program (i.e. suspended, expelled, or remanded to an alternative setting) as a result of disruptive or violent behavior.</p> <p><input type="checkbox"/> #2. School / Community Focused: Cost-effective proposals to support the adoption of evidence-based drug and violence prevention strategies by Tennessee schools, communities and community-based organizations.</p>

Abstract: In no more than one page state the key elements and purpose of the project.

YOUTH VIOLENCE AND DRUG USE PREVENTION

Budget Summary

Please attach a Budget Narrative describing the expenditures listed below. Although matching funds are not required, applicants should include a brief description of in-kind resources being provided toward the implementation of this project. Note: Line item definitions are included in this application package. Please note that not all items in the **Grant Budget Line-Item Definitions** may be funded with this grant.

Name of Applicant Agency/Organization: _____

POLICY 03 Object Line-Item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY	YEAR 1	GRANTEE MATCH (OPTIONAL)	TOTAL PROJECT YEAR 1
1	Salaries			
2	Benefits & Taxes (____%)			
3	Professional Fees			
4	Supplies			
5	Telephone			
6	Postage & Shipping			
7	Occupancy			
8	Equipment Rental & Maintenance			
9	Printing & Publications			
10	Travel/ Conferences & Meetings			
11	Interest			
12	Other Non-Personnel			
13	Total Direct Costs (lines 1-12)			
14	Indirect Cost (____%)			
16	GRAND TOTAL			

GENERAL ASSURANCES

Assurance is hereby provided that:

1. The programs and services provided under this grant will be used to address the needs set forth in the application and fiscal related information will be provided within the fiscal year timelines established for new, reapplying, and/or continuing programs.
2. The programs and services provided with federal funds under this grant will be operated so as not to discriminate on the basis of age, gender, race, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disabilities.
3. Administration of the program, activities, and services covered by this application will be in accordance with all applicable state and federal statutes, regulations, and the approved application.
4. The activities and programs that will be performed under this grant will be used to supplement services and not supplant funds from non-federal sources.
5. The grantee will require the entity and its principals involved in any subtier covered transaction paid through federal funds, that requires such certification, to ensure it/they are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by a federal department or agency. (EDGAR-Part 85)
6. The grantee will evaluate its program periodically to assess its progress toward achieving its goals and objectives and use its evaluation results to refine, improve, and strengthen its program and to refine its goals and objectives as appropriate.
7. The grantee will submit to the department such information, and at such intervals, that the department requires to complete state and/or federal reports.
8. This program will be administered in accordance with all applicable statutes, regulations, program plans, and applications.
9. The grantee will cooperate in carrying out any evaluation of this program conducted by or for the state educational agency, the secretary, or other federal officials.
10. The grantee will comply with civil rights and nondiscrimination requirement provisions and equal opportunities to participate for all eligible students, teachers, and other program beneficiaries.

11. The grantee will use fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for, federal funds received and distributed under this program.
12. The grantee will (a) make reports to the Tennessee Department of Education and the U.S. Secretary of Education as may be necessary to enable the state and federal departments to perform their duties under this program; and (b) maintain records, provide information, and afford access to the records, as the department or the U.S. Secretary of Education may find necessary to carry out their duties.
13. Each agency receiving funds under this grant shall use these funds only to supplement, and not to supplant state and local funds that, in the absence of such funds would otherwise be spent for activities under this section.
14. The applicant will file financial reports and claims for reimbursement in accordance with procedures prescribed by the Tennessee Department of Education.
15. No board or staff member of a grantee will participate in, or make recommendations with respect to, an administrative decision regarding a program or project if such decision can be expected to result in any benefit or remuneration, such as a royalty, commission, contingent fee, brokerage fee, consultant fee, or other benefit to him or her or any member of his/her immediate family.
16. Before the plan was submitted, the grantee afforded a reasonable opportunity for public comment on the plan and has considered such comment.
17. Any printed (or other media) description of programs will state the total amount being spent on the project or activity and will indicate the percentage of funds from the federally funded programs.
18. The grantee will adopt and use proper methods of administering such program, including (a) the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program; or (b) the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation.
19. The grantee will administer such funds and property to the extent required by the authorizing statutes.

PROGRAM SPECIFIC ASSURANCES

Assurance is further provided that:

1. Develop its application through timely and meaningful consultation with state and local government representatives, representatives of schools to be served (including private schools), teachers and other staff, parents, students, community-based organizations, and others with relevant and demonstrated expertise in drug and violence prevention activities (such as medical, mental health, and law enforcement professionals).
2. Consult with such representatives and organizations on an ongoing basis in order to seek advice regarding how best to coordinate such agency's activities under this subpart, with other related strategies, programs, and activities being conducted in the community.
3. Ensure that the activities or programs to be funded comply with the principles of effectiveness described in section 4115(a) and foster a safe and drug-free learning environment that supports academic achievement.
4. Ensure that drug and violence prevention programs supported under this subpart convey a clear and consistent message that acts of violence and the illegal use of drugs are wrong and harmful.
5. Comply with the federal Pro-Children Act of 2001 and T.C.A. 39-17-1604 regarding smoking.
6. Comply with all federal and state laws and regulations relative to Title IV-A, if grantee is a school district.

CERTIFICATION/SIGNATURES

I, THE UNDERSIGNED, CERTIFY that the information contained in this application is complete and accurate to the best of my knowledge; that the necessary assurances of compliance with applicable state and federal statutes, rules, and regulations will be met; and, that the indicated agency designated in this application is authorized to administer this grant.

I FURTHER CERTIFY that the assurances listed above have been satisfied and that all facts, figures, and representation in this application are correct to the best of my knowledge.

Signature of Applicant Agency Administrator

Date Signed

Appendix

Grant Budget Line-Item Definitions

(source: F&A Policy 03 available at www.state.tn.us/finance/act/policy3.pdf)

Line 1 — Salaries And Wages — expense for compensation, fees, salaries, and wages paid to officers, directors, trustees, and employees

Line 2 — Employee Benefits & Payroll Taxes — expenses for contributions to pension plans and to employee benefit programs (such as health, life, and disability insurance) and for payroll taxes (such as social security and medicare taxes and unemployment and workers' compensation insurance)

Line 3 — Professional Fees / Grants & Awards — expense for fees to outside professionals, consultants, and personal-service contractors **and** for awards, grants, subsidies, and other pass-through expenditures to individuals and to other organizations (including allocations to affiliated organizations, in-kind grants to individuals and organizations, scholarships, tuition payments, travel allowances, and equipment allowances to clients and individual beneficiaries)

Line 4 — Supplies — expense for office supplies, housekeeping supplies, food and beverages, and other supplies

Line 5 — Telephone — expense for telephone, cellular phones, beepers, telegram, FAX, E-mail, telephone equipment maintenance, and other related expenses

Line 6 — Postage & Shipping — expense for postage, messenger services, overnight delivery, outside mailing service fees, freight and trucking, and maintenance of delivery and shipping vehicles

Line 7 — Occupancy — expense for use of office space and other facilities, heat, light, power, other utilities, outside janitorial services, mortgage interest, real estate taxes, and similar expenses

Line 8 — Equipment Rental And Maintenance — expense for renting and maintaining computers, copiers, postage meters, other office equipment, and other equipment (except for telephone, truck, and automobile expenses)

Line 9 — Printing And Publications — expense for producing printed materials, purchasing books and publications, and buying subscriptions to publications

Line 10 Travel / Conferences And Meetings — expense for travel, including transportation, meals and lodging, and per diem payments (including gas and oil, repairs, licenses and permits, and leasing costs for vehicles) **and** for conducting or attending meetings, conferences, and conventions (including facility rental, speakers' fees and expenses, printed materials, and registration fees)

Line 11 — Insurance — expense for liability insurance, property and vehicle insurance, fidelity bonds, and other insurance except include employee-related insurance

Line 12 — Other Non-personnel Expenses — allowable expense for advertising, bad debts, contingency provisions, fines and penalties, independent research and development, recruiting, taxes, membership dues in associations and professional societies other fees for licenses, permits, registrations, etc. (NOTE: DO NOT include any expense that should be detailed in other line-items)

Line 14 — Indirect Cost — expense distribution made in accordance with an allocation plan approved by the cognizant state agency

Web Resources

Title IV-A --No Child Left Behind Act of 2001

<http://www.ed.gov/policy/elsec/leg/esea02/pg51.html> (To view the entire No Child Left Behind Act of 2001, click on *Table of Contents* at the bottom of the webpage.

Guidance for Private Schools Participation

<http://www.ed.gov/about/offices/list/oii/nonpublic/publications.html>

Title IV-A. Safe and Drug-Free Schools and Communities Program website

<http://www.tennessee.gov/education/learningsupport/titleiv/parta/index.shtml>

Tennessee Schools Safety Center

<http://www.tennessee.gov/education/learningsupport/schsafetyctr/index.shtml>

Tennessee Alternative Educators Association

<http://www.taea.net/>

Student Assistance Programs

<http://www.nasap.org/>

Getting to Outcomes 2004: Promoting Accountability Through Methods and Tools for Planning, Implementation, and Evaluation (from the Rand Corporation)

<http://www.rand.org/publications/TR/TR101/>

Preventing Drug Use Among Children and Adolescents: A Research-Based Guide for Parents, Educators, and Community Leaders (National Institute on Drug Abuse)

<http://www.nida.nih.gov/Prevention/Prevopen.html>

School Violence: Risk and Protective Factors and Processes from SAMSHA (Substance Abuse and Mental Health Services Administration)

<http://www.mentalhealth.samhsa.gov/schoolviolence/risk.asp>

Risk and Protective Factors relative to adolescent drug use (from NIDA (National Institute on Drug Abuse))

<http://www.drugabuse.gov/Prevention/risk.html>

SAMSHA Model Programs

<http://nrepp.samhsa.gov/>

Safe and Sound: An Education Leader's Guide to Evidence-Based Social and Emotional Learning (SEL) Program

<http://casel.org/programs/selecting.php>

Promising Practices Network

<http://www.promisingpractices.net/programs.asp>

Blueprints for Violence Prevention

<http://www.colorado.edu/cspv/blueprints/index.html>

Tennessee Commission on Children and Youth

<http://www.tennessee.gov/tccy/>

Grant Writing Tips

<http://www.schoolgrants.org/tips.htm>



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